

SPADEWORK

ATLANTIC DIVISION NAVAL FACILITIES ENGINEERING COMMAND



A VIEW FROM HQ by Gary Mackey

I know that many of you have seen Admiral Phillip's email on the August Board of Directors meeting. During the Board of Directors meeting it was decided there would be over twenty-five measures on the health of the LANTDIV team. They are, in the Admirals words, "measures...to guide our focus, and what to consider, in driving for improved performance."

Many of these measures affect, or are affected by, actions in LANTDIV's ROICC offices. The measures we impact on are grouped into five major focus areas and are:

- o Financial
- o Strategic
- o Client
- o Process
- o Organizational Growth and Learning

We all have a lot on our agendas. The metrics you see above provide the Commander a macro and overarching view of the organization. They are in essence gages for the senior managers to look at to determine how well our organization is operating. No one chart will tell the whole story. Only after looking at all will you be able to determine how effective we are as an organization. Realizing and understanding these measures for success, in doing day-to-day construction business for the Navy, will help all of us provide our clients a better product. The work each of you accomplishes each day in the field helps make us a high performing and successful organization.

Combined Federal Campaign

The LANTDIV 2001 Combined Federal Campaign (CFC) begins on 1 October 2001 and runs through 9 November 2001. LANTDIV has traditionally given very generously to the CFC. Last year we surpassed our goal by 115% and had a 57% employee participation rate. The LANTDIV goal for this year's campaign is \$80,000. Your gift to the CFC helps provide assistance to the charitable organizations that are most important to you. A biweekly payroll deduction makes it convenient for you to give to these organizations by letting you spread your contribution across the entire year. Beginning in early October you will be contacted by a co-worker who has volunteered to be a campaign keyworker for your office. The campaign keyworker will be responsible for distributing the campaign materials and collecting the pledge forms. The Command chairperson for this year's campaign is Bill Webb, Code CI52. For further information, you may contact Bill at 322-8420 or webbwe@efdlant.navfac.navy.mil

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FIELD ACCEPTANCE TESTING OF ELECTRICAL EQUIPMENT

By Ellery Hooper, CI52

Recently a manufacturing defect in a 15 kV load interrupter switchgear resulted in destruction of the switch mechanism when the equipment was initially energized. Fortunately, protective devices functioned properly to limit the damage to the equipment. Also, good safety procedures were followed which would have prevented personnel injury even if the damage had been more extensive. An investigation of this incident revealed that the field testing had not been performed prior to energizing the switchgear.

There may be a tendency to become complacent about field testing electrical equipment because of the infrequency of encountering defects. However, in the unlikely event that a defect does exist, the results can be disastrous, with the potential for extensive equipment damage and serious personnel injury.

Generally, all electrical equipment must be field tested prior to being energized. Typically, specification requirements to consider prior to energizing equipment for the first time include the following:

- a. All required factory tests have been conducted with results submitted and approved.
- b. Field testing procedures have been submitted and approved. The approved test procedures provide documentation for inspection personnel to witness the field acceptance testing.
- c. Field acceptance testing has been performed by the approved independent testing organization in accordance with the approved test procedures.
- d. Field acceptance test report has been submitted and approved.
- e. A representative of the approved testing organization is present when the equipment is initially energized.

The LANTDIV Construction Engineering Branch is available to provide support on all matters pertaining to field testing of electrical equipment. Ellery Hooper, CI522EH and Bill Webb, CI52WW, may be contacted to address issues and provide on-site technical support regarding field testing.

SureTrak Classes

By Brenda R. Norton, P.E.

LANTDIV, Code CI51

I have scheduled a one-day class for 23 October and a two-day class for 24-25 October. There are engineers that have not been to the classes offered previously. Also, we have started offering the course to QA personnel. This is a requirement of the P-445. Hopefully the software for QA personnel will be forthcoming early next FY. Please send me an email if you wish to sign up for any of these classes. Remember, SureTrak training is a prerequisite for the Advanced CPM Schedule Training which was held at EFA NE in September and will be held at ROICC Aviano and ROICC Sigonella, Italy in November and at Norfolk in January 2002.

CLAIM PREPARATION

By Brenda R. Norton, P.E.

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LANTNAVFACENGCOMINST 4365.2, Processing of Contract Claims and Disputes, was updated on 22 Feb 2000. There are strict legal time constraints enacted by the Contracts Disputes Act of 1978 that apply to rendering COFDs (Contracting Officer's Final Decisions). Therefore, expeditious handling of claims is a must. Claims cannot be handled as "business as usual." Enclosure (2) of the LANTDIV instruction is a flow chart showing the timeframes required by each office to process a claim in a timely manner. ROICC's are allowed 15 calendar days to forward a claims package, with a recommendation, to the appropriate LANTDIV Headquarters Acquisition Office. More than 50% of the time, ROICC offices are late in forwarding claim packages to Headquarters. ROICCs need to keep this requirement in mind so the COFD is not rendered late.

A well-prepared claim package is essential to a successful presentation to the claims board. Several items that need special attention are as follows:

1. The instruction requires a chronology of events be provided.

2. Pertinent correspondence must be provided. These documents should be listed separately by enclosure number, referred to in the body of the claim write up, and discussed as to their relevance to the claim.
3. A Government cost estimate and a position on time must be included regardless of the ROICC's opinion on entitlement.
4. Documentation to support the claim must be complete. Pertinent submittals must have the transmittal form as well as the technical data. Daily reports with QA personal comments included and diaries are excellent sources of information. Personal files are the first line of defense in claims resolution. As a caution, be extremely careful when choosing words to include in emails, notes, and job diaries.
5. Photographs and videos are an excellent method of helping others understand the situation. Take them often and key on anything that may potentially be a problem. If used in the claim write up, be sure to annotate the date the photo or video was taken, content of the photograph/video, and discuss the purpose of the photograph/video. Use a digital camera if possible. If photos are used in support of claims, multiple copies are required. Therefore, the old instamatic or Polaroid cameras should not be used unless no other photographing device is available.

ROICC management is obviously the first step in analyzing claims. ROICC's need to continue to ensure that good "reasoned" business and contracting judgment is applied during the course of the dispute review. It is a good policy to talk a dispute over with your ROICC Operations Construction Manager. This should be done prior to initial denial by the ROICC at the REA (Request for Equitable Adjustment) phase. Sometimes it is just good business practice to get a second, more unbiased, opinion prior to denial.

PERSONNEL MOVES

Tom Turlip has been reassigned to ROICC Little Creek. His report date was 1 October 2001. ROICC Little Creek has several large projects recently awarded or to be awarded such as the new Navy Exchange and a Family Housing project.

Deborah Senchak is moving from her Caribbean ALnO position to Tom Turlip's position as the ALnO working for the Operations Officer and the Deputy Operations Officer.

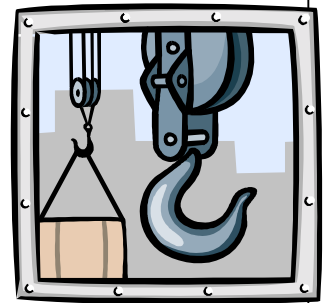
Roger Hillers was promoted to Senior Mechanical Engineer in the Construction Engineering Branch.

For moves within the EFA's please forward any that you would like posted in the next issue of Spadework to Brenda Norton, CI51.

SAFETY CORNER

By Bill Garrett, CI52

WHERE DO
YOU STAND ON
SAFETY WITH
YOUR
CONTACTORS?



This is a question we need to ask ourselves individually as we look in the mirror but before doing so it is necessary to share the expectation the Command has of us when it comes to safety on our contracts.

A recent crane mishap involved a mobile hydraulic crane that came in contact with an 11.5 KV overhead power line. Approximately one week prior to the incident the ROICC representatives cautioned the contractor and reminded them of the minimum safe clearance requirements for work near energized power lines during the preparatory inspection phase. A veteran with 30 plus years of experience operated the crane. The veteran lost focus when he let go of the brake allowing the crane boom to drift into the power lines. Fortunately no one was injured but the crane did receive damage requiring a costly hoist line replacement and re-

certification of the crane. ROICC follow up action required the immediate removal of the seasoned crane operator and a complete stand down of the site. Don't hesitate to take this kind of action when it comes to preventing accidents. Deficiencies observed that are serious in nature such as fall protection, electrical, crane safety, confined spaces, and the like should be dealt with in this manner. Remember you are paying the contractor site managers to carry out a comprehensive safety program on each of our sites that involves pre planning each phase of the work. The site manager works for you. If they are not ensuring a safe work site then they are not providing you what we have already paid for. We need to look at close calls as wake up calls and act accordingly. There have been plenty of examples where we are taking this approach and want to reaffirm that this type of action is on target. Please maintain the no nonsense approach.

CONSTRUCTION SAFETY WEB RESOURCE

Don't forget to use the "Safety Shack" web site at:
http://www.efdlant.navfac.navy.mil/lantops_05/home.htm

Do we accept or approve schedules?

By Brenda R. Norton, P.E.
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Schedules are required on most construction contracts and task orders issued by NAVFAC. The Government is required to perform a review of the contractor's schedule and accept a "practicable" schedule. Review comments made by the Government on the Contractor's construction schedule will not relieve the contractor from compliance with requirements of the contract documents. Government acceptance extends only to the activities of the contractor's schedule that the Government has been assigned responsibility for and agrees it is responsible. The Government will also review for contract imposed schedule constraints and conformance as well as cost loading (if required) of the CPM activities. Comments offered on other parts of the schedule, which the contractor is assigned responsibility, are offered as a courtesy and are not conditions of Government acceptance; but are for the general conformance with established industry schedule

concepts. In other words, the scheduling of construction shall be the responsibility of the contractor. "Acceptance" vs. "Approval" of schedules is primarily a legal issue. A legal definition from Black's Law Dictionary is provided below. The Government does not want to take ownership of the contractor's schedule. Thus, per P-445 and the latest schedule guide specification, 01321N, ROICC's shall use the term "Accepted" when final review comments are made on contractor's schedules.

Acceptance vs. Approval

• Black's Law Dictionary

- Acceptance - The taking and receiving of anything in good part, and as it were a tacit agreement to a preceding act, which might have been defeated or avoided if such acceptance had not been made. [Does not relieve contractor of responsibility for schedule accuracy or feasibility.]
- Approval - The act of confirming, ratifying, assenting, sanctioning, or consenting to some act or thing done by another.

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Articles or suggestions for articles for future editions of SPADEWORK are welcome from all employees. Please forward them to Brenda R. Norton, P.E., LANTDIV CI51, e-mail nortonbr@efdlant.navfac.navy.mil

CLOSING THOUGHT...

"The man who does not read good books is at no advantage over the man that can't read them. "

- Mark Twain



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